



# Los Angeles County AUDIT COMMITTEE

Clinton Tatum, Chair  
2<sup>nd</sup> District  
Brence Culp, Vice Chair  
3<sup>rd</sup> District  
Louisa Ollague  
1<sup>st</sup> District  
Sheri Sakamoto  
4<sup>th</sup> District  
Angela Mazzie  
5<sup>th</sup> District

## AUDIT COMMITTEE MEETING MINUTES November 20, 2003

Chairperson Clinton Tatum called the meeting to order at 1:05 p.m. in the Conference Room of Room 525 at the Kenneth Hahn Hall of Administration.

### Committee Members Present

Clinton Tatum, Second District  
Louisa Ollague, First District  
Angela Mazzie, Fifth District

### Committee Members Absent

Brence Culp, Third District  
Sheri Sakamoto, Fourth District

### Others in Attendance

Jon Fullinwider, Chief Information Officer  
Al Brusewitz, Chief Information Office  
Jonathan Williams, Chief Information Office  
Valerie Glass, Internal Services Department  
Martin Zimmerman, Chief Administrative Office

John Geiger, Office of County Counsel  
DeWitt Roberts, Auditor-Controller  
Martha Littlefield, Executive Office  
Ken Wales, Executive Office

### Approval of Minutes

On motion of Angela Mazzie, seconded by Louisa Ollague, the Committee unanimously approved the October 16, 2003 minutes.

### Old Business

Countywide Information Security Policy. Establish a Countywide information policy assuring appropriate access to and integrity of County information and information technology assets. **This item was continued to the December 18, 2003 meeting.**

### Reports to be Received and Filed

Review of New Concept Group Home – A Group Home Foster Care Contractor. Group Home Audit for January 1, 2002 through December 31, 2002 to ensure New Concept complied with the contracts; spent and appropriately accounted for foster funds; and complied with all governmental requirements for accounting, internal controls and disbursement of foster care funds. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Reports – Bright Future, Mesa St., West 253<sup>rd</sup> St., and Pacific Avenue Facilities. Review of three group homes verifying the agencies provided services outlined in their Program Statements. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Reports – Ferree's Group Home, Inc., Sites #3 and #5. Review verifying two sites of a state licensed group home provided services outlined in their Program Statements. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Reports – Greater Hope Society, Sites #1, #2, and #3. Review verifying the sites provided services outlined in their Program Statements. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Reports – Positive Path Youth Development Center. Review verifying the group home provided services outlined in their Program Statements. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Los Angeles Fraud Hotline Status Report. The hotline opened 148 new investigations; closed 109 cases of which 26 were substantiated, 48 were not substantiated and 35 not investigated for insufficient information between July 1, 2003 and September 30, 2003. **Louisa Ollague requested the Auditor-Controller examine these reports for patterns. On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Loving Life Group Home. Review of an eight-bed group home, located in the Second District that provides care for males 13-17 years old who exhibit behavioral, social and emotional difficulties, verifying the group home provided services outlined in their Program Statements. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Michelle Travis, Inc., Cherrywood, 41<sup>st</sup> Street, and Hobart Sites. Review verifying of three group homes licensed by the State provided services outlined in their Program Statements and basic child safety and licensing. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Trinity Children and Family Services, Trinity-Anza. Review of a group home, located in Riverside County providing care for boys aged 13-17 years who exhibit behavioral, social and emotional difficulties, verifying Trinity-Anza provided services outlined in its Program Statement and adhered to the Foster Youth Bill of Rights. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Reports – Rosemary Children's Services, Bonnie House, Green House and Rosemary's Cottage. Review of three agencies providing care for girls' ages 13-18 who exhibit behavioral, social and emotional difficulties, verifying the agencies provided services outlined in their Program Statements and adhered to the Foster Youth Bill of Rights. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Reports – California Family Life Center, Hemet House, Hemet Ranch, and Sunset House Facilities. Review of three group homes, located in Riverside County providing care for girls' ages 13-17 were physically and/or sexually abused and/or suffered emotional, psychological or social neglect, verifying the agencies provided services outlined in their Program Statements and adhered to the

Foster Youth Bill of Rights. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Hudson Lyndsey Group Home, Inc. – Carlin, Chouteau, and Lugo Sites. Review of three agencies providing care for boys' ages 7-15 years who exhibit behavioral, social, and emotional difficulties, verifying the agencies provided services outlined in their Program Statements and adhered to the Foster Youth Bill of Rights. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Touch-A-Life Foundation, Touch-A-Life #1 and Touch-A-Life #2 Sites. Review of two agencies providing services to children ages 12-17 years exhibit emotional and behavioral difficulties, verifying the agencies provided services outlined in their Program Statements and adhered to the Foster Youth Bill of Rights. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Sandhill Group Home. Review of the group home providing care for children ages 15-17 years exhibiting behavioral, social and emotional difficulties, verifying the group home provided services outlined in its Program Statement. **On motion of Clinton Tatum, seconded by Louisa Ollague, the Committee unanimously approved continuing this item to the December 18, 2003 meeting.**

Group Home Monitoring Reports – Renaissance Unlimited, Renaissance #1 and Renaissance #2 Sites. Review of two agencies caring for children ages 13-17 years exhibiting emotional and behavioral difficulties, verifying the homes provided services outlined in their Program Statement. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Reports – Fred Jefferson Memorial Home for Boys, Compton and Denker Sites. Review of two homes caring for boys ages 9-17 years exhibiting behavioral, social and emotional difficulties, verifying services were provided as outlined in their Program Statement. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – West Covina Group Home, West Covina #1 and West Covina #2. Review verifying the two facilities provided services outlined in their Program Statement. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – J.E.E.B. Children's Foundation. Review of group home, caring for boys' ages 7-14 years exhibiting behavioral, social and emotional difficulties, verifying services were provided as outlined in their Program Statement. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

### **Reports Received**

Sunset Review Board Policy #5.130 Contracting with Minority/Women Owned Firms and Board Policy #5.010 MWBE Utilization Goals for County Contracts. Standardizes information related to department's efforts to ensure minority and women-owned businesses are given an opportunity to participate in County contracts and establishes participation goals. **On motion of Louisa Ollague, seconded by Clinton Tatum, the Committee unanimously approved continuing this item to the December 18, 2003 meeting.**

Sunset Review Board Policy #9.102 Discrimination Prevention Training for Managers and Supervisors. Establishes a comprehensive training program for managers and supervisors regarding discrimination and harassment prevention, discipline and effective management techniques. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved extending the sunset review date to December 3, 2007.**

Sunset Review Board Policy # 3.090 County Aircraft Policy. Continuation of the Sheriff and Fire departments internal aircraft use policies, in addition to a general policy on the use of aircraft by County officers and employees. **On motion of Angela Mazzie, seconded by Clinton Tatum, the Committee unanimously approved extending the sunset review date to December 19, 2007.**

Sunset Review Board Policy # 3.110 Department Responsibilities under the County's Lobbyist Ordinance. Requires lobbyists and their employers to register with the Executive Office and report their lobbying activities. **On motion of Angela Mazzie, seconded by Clinton Tatum, the Committee unanimously approved extending the sunset review date to December 14, 2007.**

Sunset Review of Board Policy #8.020 Procedures for Including Corrective Follow-up Reports as Part of the Claims Settlements Presented to the Board. Requires corrective action follow-up reports as part of the claims settlement letter forwarded to the Board of Supervisors. **On motion of Louisa Ollague, seconded by Clinton Tatum, the Committee unanimously approved extending the sunset review date to December 10, 2007.**

Fiscal Monitoring of Community and Senior Services' Fiscal Year 2002-03 Employment and Training Program Service Providers. Simpson & Simpson, Certified Public Accountants (Simpson) reviewed fiscal operations of 72 community-based organizations providing Employment and Training Program Services for DCSS. Finding included not having proper documentation to support fund allocations and expenditures. DCSS will meet with contractors to resolve all open findings and to implement a corrective action plan by December 2003. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved sending a letter to the Department requesting an outline of the corrective action plan implementation be provided by December 10, 2003.**

LAC + USC Medical Center Affiliation Agreement with USC. Review disclosed the need to develop a process to monitor physician services on a regular basis to ensure USC provides the scheduled staffing. **On motion of Angela Mazzie, seconded by Clinton Tatum, the Committee unanimously approved requesting a letter from the**

**Department of Health Services outlining a corrective action plan for the staffing of physicians and a timetable for implementation by December 10, 2003.**

Review of Controls over Portable Equipment. Review evaluating certain departments' internal controls over portable equipment including compliance with County Fiscal Manual (CFM) requirements and the department's own procedures. The departments' internal controls need to be improved to better safeguard the equipment and comply with CFM requirements. The departments reviewed are to submit responses to the Audit Committee within 30 days. **On motion of Clinton Tatum, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing this report.**

Review of Multicultural Service Center – A Foster Family Agency Foster Care Contractor. Fiscal operations review for January 1, 2002 through December 31, 2002 to ensure the agency complied with contracts and appropriately accounted for all foster care funds. The agency will provide DCFS with a written response within 30 days of the report and DCFS is to provide the Auditor-Controller with a written response within 60 days detailing the resolution of all findings contained in the report. **On motion of Clinton Tatum, seconded by Louisa Ollague, the Committee unanimously approved requesting a letter from Department outlining a specific corrective action plan by December 10, 2003.**

Sunset Review Board Policy #5.090 Consultant Independence. Countywide policy prohibiting any person, firm or subsidiary from submitting a bid or proposal in any County solicitation process where the firm, under contract, assisted in the development of the solicitation documents. **On motion of Louisa Ollague, seconded by Angela Mazzie, the Committee unanimously approved recommending the Board of Supervisors extend the sunset review date to November 17, 2007 on this modified policy.**

**Public Comment**

There was none.

**Matters not on the posted agenda to be presented and placed on the agenda of a future meeting.**

There was none.

**Adjournment**

There being no further business to conduct, the meeting was adjourned at 1:41 p.m.